

Policy No: LGL-33  
Revision No: 4  
Effective Date: 04/30/2024

## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS



## Franklin PUD

**Attn: Public Records Officer**

**1411 W. Clark St. / PO BOX 2407**

**Pasco, WA 99302**

**Email: [Publicrecords@franklinpud.com](mailto:Publicrecords@franklinpud.com)**

**Phone: 509-546-5947**

**Instructions:** Requester please complete **Sections 1 and 2** and return to the Public Records Officer by mail, email, or hand-delivered via the contact information listed above. For assistance, please call the Public Records Officer at 509-546-5947 or email [publicrecords@franklinpud.com](mailto:publicrecords@franklinpud.com).

## Section 1: Requester Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Requestor Type:    ☐ Individual    ☐ Law Firm    ☐ Media    ☐ Government

☐ Current/Former Employee    ☐ Organization    ☐ Other

Whom are you requesting this information for?    ☐ Self    ☐ Other

## Section 2: Records Request Details

Describe the records being requested, please be as specific as possible. Failure to provide specific information may result in the delay of fulfilling your request or denial of request for unidentifiable records. Please provide all information you have concerning your request.

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Preferred method to receive records.:

☐ Electronic via e-mail    ☐ Pick up paper copies    ☐ Inspect on site    ☐ Regular mail  
(Fees may apply to receive copies)

### Limitation On Use For Commercial Purposes

Washington State law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PR Request No. \_\_\_\_\_ (internal use only)

Please forward the completed request the Public Records Department.